



**Dr. Santosh Kaul Kak**  
Principal

Marwadi Sammelan's  
**B. M. RUIA GIRLS' COLLEGE**

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

Affiliated to SNDT Women's University, Mumbai

**Maharshi Karve Best College Award 2022-23**

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

Tel. : 022 - 2380 8130

E-mail : principal1958@gmail.com / bmruiya@yahoo.com  
023.bmrgirlscollege@gmail.com • Website : www.bmrgirlscollege

Ref. No. :

Date :

## QUALITY POLICY

### 1. Vision Statement

“To empower women through holistic education, promoting intellectual growth, ethical values, and a spirit of social responsibility.”

### 2. Mission Statement

- To impart quality education in Commerce, Arts, and other disciplines to women from diverse backgrounds.
- To develop students' potential through academic rigor, skill enhancement, and value-based learning.
- To nurture socially conscious, ethically grounded, and self-reliant individuals.

### 3. Objectives of the Quality Policy

The Quality Policy at B. M. Ruia Girls' College is designed to:

- Ensure consistent academic and administrative excellence.
- Develop a culture of innovation, inclusivity, and continuous improvement.
- Promote effective teaching-learning practices and outcome-based education.
- Encourage research, extension, and consultancy activities.
- Empower students with knowledge, skills, and values for lifelong learning.
- Strengthen stakeholder engagement and institutional accountability.

### 4. Quality Assurance Framework

#### A. Governance and Leadership

- Establish robust leadership with participative and transparent governance.
- Align institutional activities with strategic goals, vision, and mission.
- Promote decentralized and participative decision-making.



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**B. Curriculum Design and Development**

- Periodic revision and upgradation of curriculum in alignment with NEP 2020, industry requirements, and societal needs.
- Integration of skill-based, value-added, and interdisciplinary courses.
- Emphasis on experiential learning, internships, and projects.

**C. Teaching-Learning and Evaluation**

- Adoption of student-centric and inclusive pedagogical practices.
- Use of ICT-enabled and blended learning methods.
- Regular academic audits and internal assessments for quality monitoring.
- Transparent, fair, and continuous evaluation processes.

**D. Faculty Development**

- Continuous professional development through FDPs, workshops, and conferences.
- Encouragement for research publications, patent filings, and academic collaborations.
- Performance appraisal system linked to career advancement and institutional goals.

**E. Research, Innovation, and Extension**

- Establishment of research culture across all departments.
- Formation of research cells, ethics committees, and MoUs with research institutions.
- Promotion of student and faculty research, minor/major projects, and publications.
- Conduct of extension activities in collaboration with NGOs, industry, and community stakeholders.

**F. Student Support and Progression**

- Implementation of mentoring, counseling, and grievance redressal mechanisms.
- Career guidance, placement assistance, and entrepreneurship development.
- Recognition of student achievements through awards and scholarships.
- Alumni engagement and networking for career growth and institutional development.



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### **G. Infrastructure and Learning Resources**

- Adequate and accessible infrastructure to support academic and extracurricular activities.
- Regular maintenance and upgradation of physical and digital infrastructure.
- Library enhancement through e-resources, automation, and user orientation.

### **H. Institutional Values and Best Practices**

- Promotion of ethical values, gender equity, and environmental consciousness.
- Implementation of best practices in administration, sustainability, and academic delivery.
- Conduct of programs on life skills, value education, and civic responsibility.

## **5. Internal Quality Assurance System**

### **A. Internal Quality Assurance Cell (IQAC)**

- Acts as the nodal agency for planning, guiding, and monitoring quality enhancement.
- Prepares and submits AQARs, SSR, and facilitates NAAC/NIRF/NBA processes.
- Organizes quality enhancement activities and stakeholder feedback mechanisms.

### **B. Quality Benchmarks and Indicators**

- Academic performance metrics (e.g., pass percentage, progression rates).
- Research output (e.g., publications, citations, patents).
- Student satisfaction and stakeholder feedback.
- Participation in rankings, accreditations, and third-party evaluations.

## **6. Continuous Quality Improvement Mechanism**

- Periodic Review: Semester-wise review of academic and administrative performance.
- Feedback System: Structured feedback from students, faculty, alumni, and employers.
- Capacity Building: Training programs and knowledge-sharing platforms for all stakeholders.



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- Corrective Measures: Action taken reports (ATRs) on academic and administrative gaps.

### 7. Stakeholder Engagement

- Regular meetings with Governing Body, IQAC, PTA, and Alumni Association.
- Involvement of students in quality initiatives through clubs, associations, and NSS/NCC.
- Engagement with industry, community, and academic partners for collaborative activities.

### 8. Policy Implementation and Review

- The Quality Policy shall be communicated across all levels of the institution.
- IQAC shall review the implementation annually and recommend necessary revisions.
- The policy shall be updated every three years or as required based on institutional priorities.

### 9. Commitment

B. M. Ruia Girls' College is committed to promoting a culture of excellence, ethics, and equity in higher education. Through its quality policy, the college strives to prepare responsible, capable, and empowered women leaders who can contribute meaningfully to society and the nation.



  
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## **ACADEMIC POLICY**

### **Preamble**

B. M. Ruia Girls' College, affiliated with S.N.D.T. Women's University, is committed to promoting a robust academic culture rooted in transparency, accountability, intellectual integrity, and holistic development. In line with the college's motto and its focus on women's empowerment, this Academic Policy serves as a blueprint to deliver inclusive, dynamic, and quality higher education that prepares students for meaningful careers, responsible citizenship, and lifelong learning.

### **Core Values**

- Academic Integrity and Excellence
- Transparency and Accountability
- Inclusivity and Equal Opportunity
- Research and Innovation
- Ethics and Professional Conduct
- Career Readiness and Life Skills

To provide an enriching academic environment that nurtures intellectual excellence, ethical values, and career competencies while upholding the ideals of empowerment and cultural awareness.

### **Objectives**

- Promote academic excellence, student engagement, and ethical conduct.
- Encourage active and experiential learning to promote critical and creative thinking.
- Ensure academic transparency and fairness in all assessments and evaluations.



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- Support student progression through holistic development and career readiness.
- Enhance faculty performance and innovation through structured development programs.
- Regularly upgrade academic programs through stakeholder feedback and academic audits.

### **Scope**

This policy applies to all academic programs, teaching-learning processes, assessment and evaluation mechanisms, research activities, faculty development initiatives, and student support services at undergraduate and postgraduate levels.

### **Key Policy Components**

#### **1. Academic Planning and Curriculum Delivery**

- Teaching plans, academic calendars, are prepared at the beginning of each term.
- Curriculum implementation is as per S.N.D.T. Women's University norms, with supplementary value-added and certificate courses.
- Collaborative and experiential learning is encouraged through case studies, projects, fieldwork, internships, group activities, etc.
- Emphasis on cultivating soft skills, communication skills, and professional ethics to promote work-life balance and responsible behaviour.

#### **2. Academic Transparency and Integrity**

- The institution maintains transparency in evaluations, grading, and feedback systems.
- A strict code of academic conduct is followed, fair examination processes, and ethical research practices.



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- Action Taken Reports (ATR) on student and faculty feedback are published on the website.

### 3. Assessment and Evaluation

- Continuous Internal Evaluation (CIE) includes assignments, presentations, quizzes, class tests, and viva-voce.
- University assessments are conducted as per prescribed norms.
- Results are declared in a time-bound and transparent manner.
- Grievances related to evaluation are addressed through the Grievance Redressal Cell.

### 4. Academic and Administrative Audit

- Academic and Administrative Audit is conducted by the University to evaluate teaching quality, learning outcomes, curriculum delivery, and research output.
- Audits provide insights for planning remedial measures, ensuring transparency, and promoting a quality-driven academic environment.

### 5. Faculty Development Programs (FDPs)

- FDPs are organized on:
  - Innovative pedagogy
  - Outcome-based education
  - Research methodologies
  - Use of technology in teaching
- Faculty are encouraged to attend refresher courses, orientation programs, and external FDPs.
- These programs ensure continuous improvement and alignment with evolving academic and industry needs.



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## **6. Student Mentoring and Holistic Development**

- A structured Mentor-Mentee System supports academic and emotional well-being.
- Programs on self-awareness, resilience, stress management, and leadership skills are regularly organized.
- Emphasis on cultivating ideal lifestyle habits, mental health awareness, and responsible behaviour for long-term success.

## **7. Placement and Career Support**

- The Placement Cell facilitates internships, pre-placement talks, and job opportunities.
- Activities include:
  - Resume-building and mock interviews
  - Skill and aptitude training
  - Professional certification courses
  - Online placement support platforms
- Collaboration with industries and corporate bodies bridges the campus-to-corporate gap.

## **8. Research Promotion and Ethics**

- A dedicated Research Cell oversees research activities, ensuring adherence to ethical standards and plagiarism norms.
- Faculty guide student research projects, dissertations, and encourage participation in Research Competitions, seminars, and journals.
- 10 faculty members are recognized Ph.D. guides, actively supporting research of academic and social relevance.





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## **9. Strategic Collaborations and MoUs**

- The institution has MoUs with industries, NGOs, and academic institutions to enhance academic delivery, internships, training, and research.
- Collaborative projects promote interdisciplinary learning, innovation, and community engagement.

## **10. Feedback and Continuous Improvement**

- Feedback is collected from students, faculty, alumni, and employers on curriculum, teaching, infrastructure, and career support.
- Feedback is analyzed and discussed in IQAC and College Development Committee (CDC) meetings for actionable improvements.
- Periodic reviews ensure alignment with institutional goals and National Education Policy.

## **Monitoring and Review**

- The Academic Policy is reviewed annually by IQAC in consultation with all stakeholders.
- Necessary updates are made in accordance with:
  - NEP 2020 recommendations
  - UGC/University guidelines
  - Institutional developmental priorities



  
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## RESEARCH POLICY

### 1. Preamble

In keeping with its vision of “*Empowerment and Enlightenment of women by envisaging their aspirations in the light of wisdom,*” B. M. Ruia Girls’ College aims to foster a vibrant academic environment that promotes inquiry, innovation, and intellectual contribution. This Research Policy provides a comprehensive framework for promoting, supporting, and sustaining quality research across disciplines, ensuring academic integrity, and aligning with national and global development goals.

### 2. Objectives of the Research Policy

- To foster a research culture among faculty and students.
- To promote interdisciplinary, ethical, and socially relevant research.
- To encourage faculty and students to undertake research projects, publish in reputed journals, and participate in academic conferences.
- To facilitate collaboration with academic institutions, industry, and research organizations.
- To create an ecosystem that nurtures innovation, critical thinking, and knowledge dissemination.

### 3. Scope of the Policy

This policy applies to:

- All permanent and visiting faculty members.
- Research guides and Ph.D. holders affiliated with the institution.
- Postgraduate students engaged in dissertation or minor research.
- Research committees, cells, and other stakeholders supporting research.



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#### **4. Research Governance Structure**

##### **A. Research and Development Committee (RDC)**

- A sub-committee under IQAC to formulate and monitor research strategies.
- Reviews research proposals, promotes external funding, and maintains policy compliance.

##### **B. Departmental Research Cells**

- Encourage discipline-specific research.
- Guide students and junior faculty in undertaking projects and writing papers.

##### **C. Ethics Committee**

- Ensures ethical standards are upheld in all research involving human subjects, animals, or sensitive data.
- Reviews research involving surveys, case studies, and interventions.

#### **5. Thrust Areas of Research**

- Women's Studies and Gender Equity
- Commerce, Management, and Financial Literacy
- National Language Promotion (Hindi Studies)
- Environmental Sustainability and Social Responsibility
- Education, Pedagogy, and Curriculum Innovation
- Digital Transformation and ICT in Education

#### **6. Promotion of Research Activities**

##### **A. Faculty Research Support**

- Seed money to initiate research projects.
- Encouragement to apply for UGC, ICSSR, etc. funded projects.
- Duty leave for attending national and international conferences/seminars/workshops.



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## **B. Student Research Support**

- Compulsory dissertation/project work at PG level.
- Research mentorship and topic selection guidance.
- Research Methodology workshops and training sessions.
- Student paper presentations and college-level research competitions.

## **7. Research Funding and Incentives**

- Faculty are encouraged to submit proposals for minor/major research projects.
- The college may provide limited funding or infrastructure support as seed grants.
- Publication incentives, awards, and appreciation for high-impact research.

## **8. Publication and Dissemination**

- Encourage quality publications in reputed peer-reviewed journals.
- Encourage faculty to publish books, book chapters, edited volumes, and monographs.
- Support for paper presentations at national and international forums.

## **9. Code of Ethics in Research**

- Zero tolerance for plagiarism and research misconduct.
- Researchers must adhere to IPR laws, copyright, and referencing protocols.
- Prior ethical clearance is mandatory for research involving human participants.

## **10. Intellectual Property Rights (IPR)**

- Faculty and students are encouraged to innovate and seek patents for their work.
- The college supports awareness programs on IPR, copyrights, and patents.
- Any invention or creative work developed using college resources shall be shared equitably between the institution and the researcher, as per a mutually agreed policy.





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**11. Collaboration and Consultancy**

- Promote academic linkages through MoUs with universities, industries, NGOs, and government bodies.
- Facilitate inter-disciplinary and inter-institutional research collaborations.
- Encourage consultancy projects, both individual and institutional, within ethical bounds.

**12. Monitoring and Evaluation**

- Annual submission of research progress and output reports to IQAC.
- Maintenance of research profiles of faculty and departments.
- Regular review of research activities by RDC and incorporation of improvements.

**13. Policy Review and Updation**

- This policy will be reviewed biennially or as required by the RDC and IQAC.
- Amendments will be made based on regulatory changes, institutional priorities, or stakeholder feedback.

**14. Implementation and Compliance**

- The policy will be disseminated to all faculty, students, and administrative staff.
- Compliance with this policy is mandatory for all research-related activities.
- Any breach of policy will be dealt with as per institutional disciplinary procedures.

This Research Policy lays the foundation for a dynamic, ethical, and inclusive research ecosystem that empowers research scholars.



  
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## POLICY ON FINANCIAL SUPPORT FOR PROFESSIONAL DEVELOPMENT AND RESEARCH

### OBJECTIVE:

To promote the professional and academic development of teaching and non-teaching staff by providing financial assistance for participation in FDPs, conferences, seminars, workshops, research grants, and support for publications, including College ISBN books.

### SCOPE:

This policy applies to all teaching and non-teaching staff (permanent and contractual) of B.M. Ruia Girls' College.

### ELIGIBILITY:

1. Participation in recognized FDPs, conferences, seminars, or workshops relevant to the individual's role and professional growth.
2. Application for research grants to undertake Major, Minor research projects.
3. Financial support for publishing research articles, papers, or books, including contributions to College ISBN books.

### TYPES OF FINANCIAL SUPPORT:

#### 1. For FDPs, Conferences, Seminars, and Workshops:

- Registration fees: Full or partial reimbursement.
- Conveyance Expenses: Local travel reimbursement based on actuals or fixed limits.
- Out-Station Stay: Accommodation reimbursement for out-station events with prior approval, up to ₹1,000 per day.

#### 2. Research Grant:



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- A financial grant of up to ₹10,000 per applicant to support Major, Minor research projects.
- Subject to approval from competent authority on submission of a detailed research proposal and expected outcomes.

**3. Publication Support:**

- College ISBN Book: Financial assistance for contributors to College ISBN books, including partial funding for editing, printing, or publishing costs.

**APPLICATION PROCESS:**

**1. Before Participation or Research Activity:**

Submit an application to the Principal at least two weeks in advance with the following:

- Event/research details (brochure, invitation, or proposal).
- Estimated expenses (registration, travel, accommodation, or research costs).

**2. After the Event or Activity Completion:**

Submit the following within two weeks of completion:

- Original receipts for all payments (registration, travel, accommodation, publication charges).
- A report or summary of the event/research project outcomes.
- For research grants, submit a detailed final report of the research findings.

**CONDITIONS:**

1. All reimbursements and grants are subject to prior approval.
2. Research grants will only be disbursed upon approval of the research proposal by the Research Committee and competent authority.
3. Staff members must ensure participation or research activities do not disrupt their regular responsibilities.



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## MONITORING AND REVIEW:

1. The Research Committee will review applications and ensure proper fund utilization.
2. The impact of the financial support on students and institutional growth will be periodically assessed.

**CONTACT:** For queries or application submission, contact:

Research Committee

B. M. Ruia Girls' College

SK/NQ/SKK



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### **Non-Government Scholarship and Freeship Policy**

B. M. Ruia Girls' College is dedicated to promoting equitable access to education by providing financial support to deserving students. This Non-Government Scholarship and Freeship Policy outlines the framework for identifying, supporting, and managing financial aid programs to ensure that no student is deprived of education due to financial constraints.

#### **Vision**

To promote an inclusive educational environment by empowering students from economically and socially disadvantaged backgrounds through financial assistance, enabling them to achieve academic and personal success.

#### **Objectives**

1. To provide financial aid to deserving students to reduce the financial burden of education.
2. To reward meritorious students and motivate them to excel academically.
3. To support students from underprivileged sections of society, including minorities, differently-abled, and first-generation learners.
4. To guide students in accessing management assistance, government, non-government scholarships and free ship.



## Eligibility Criteria

### Scholarships and Freeship:

- Students with outstanding academic records in the previous examination.
- Students from economically weaker sections, with priority given to those with annual family incomes below the prescribed limit.
- SC/ST/OBC/Minority students, as per government norms.

### Types of Scholarships and Freeships

#### 1. Non-Government Institutional Scholarships and Freeship:

- Awarded to students with good academic performance in university exams.
- Tuition fee waivers for students from economically weaker sections.
- For differently-abled students and other deserving categories.

#### 2. Government Scholarships and Freeship:

- Assistance in applying for state and central government schemes.,

#### 3. Private and NGO Scholarships:

- Collaboration with private organizations and NGOs to provide additional scholarships and financial aid.

## Application Process

1. Notification: The college will issue a notification regarding available scholarships and freeship at the beginning of the academic year.

2. Submission of Applications:

Students must submit a duly filled application form along with supporting documents such as income proof, academic records, and identity proof.

3. Verification: The Scholarship and Freeship applications will be reviewed and its eligibility will be verified.

4. Approval: Eligible students will be notified of the approval and the type of aid granted.

5. Disbursement: Financial aid will be disbursed directly to the student or adjusted against fees.





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**POLICY DOCUMENT ON E-GOVERNANCE**

Ref. No. :

Date :

**1. INTRODUCTION**

At B. M. Ruia Girls' College, the adoption of E-Governance aims to promote transparency, efficiency, and accountability in academic and administrative processes.

**2. OBJECTIVES**

The E-Governance policy is designed to:

- Streamline administrative processes using digital tools.
- Enhance communication and information dissemination among stakeholders.
- Promote eco-friendly practices by reducing paper usage.
- Ensure transparency and accountability in institutional operations.
- Provide a platform for effective decision-making through data-driven insights.

**3. SCOPE**

This policy applies to all departments, faculty, staff, and students of B. M. Ruia Girls' College. It encompasses administrative, academic, financial, and support services functions that can benefit from digitization.

**4. KEY PRINCIPLES**

- **Accessibility:** Ensuring seamless access to e-governance systems for all stakeholders.
- **Transparency:** Maintaining openness in processes through digital platforms.
- **Efficiency:** Reducing processing time for administrative and academic tasks.
- **Data Security:** Safeguarding sensitive information through robust security measures.
- **Sustainability:** Encouraging eco-friendly practices by minimizing paper usage.



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## 5. IMPLEMENTATION STRATEGY

### 5.1. Administrative E-Governance

- Implement system for efficient management of student data, faculty records, and institutional documentation.
- Develop a centralized digital repository for institutional records.

### 5.2. Academic E-Governance

- Set up an online learning management system (LMS) for course delivery, assignments, and assessments.
- Facilitate online admissions, enrollment, and examination processes through University

### 5.3. Financial E-Governance

- Ensure transparency in fund utilization through periodic reports.

### 5.4. Communication and Collaboration

- Use official college email IDs for all institutional communication.
- Maintain a dynamic college website with updated information and resources.

### 5.5. Stakeholder Engagement

- Provide training sessions for staff and students to ensure effective use of e-governance platforms.
- Establish a feedback mechanism through online surveys.

## 6. ROLES AND RESPONSIBILITIES

- **E-Governance Committee:** Oversee the implementation and maintenance of e-governance systems.
- **IT Department:** Provide technical support, software updates, and data security measures.
- **Administration:** Ensure compliance with e-governance protocols across all departments.





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- **Faculty and Staff:** Actively participate in the adoption and promotion of e-governance tools.
- **Students:** Utilize e-governance platforms responsibly and provide constructive feedback.

#### 7. MONITORING AND EVALUATION

- Conduct periodic review to evaluate the effectiveness of e-governance initiatives.
- Review and update the E-Governance Policy as required, based on technological advancements and stakeholder feedback.

#### 8. DATA PRIVACY AND SECURITY

- Ensure compliance with relevant data protection laws and regulations.
- Implement multi-layered security measures, including encryption and access controls.
- Regularly back up institutional data to prevent data loss.

The E-Governance Policy represents a significant step towards digital transformation.

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## **STAFF WELFARE POLICY**

### **OBJECTIVES**

- To promote the overall well-being, safety, and welfare of the College staff.
- To develop a supportive work environment that prioritizes the physical, mental, and emotional health of staff members.
- To establish an effective and efficient support system that meets the needs of all staff.
- To cultivate a harmonious and conducive work atmosphere.
- To provide resources and support that enhance work-life balance and job satisfaction.

### **SCOPE**

This policy applies to all teaching and non-teaching staff members of the College.

### **POLICY STATEMENT**

#### **1. Staff Welfare Fund**

- A Staff Welfare Fund is constituted annually to address the welfare needs of the staff as and when required.

#### **2. Wellness Programs**

- Health Checkups: Offer health checkups for staff members.
- Counseling Services: Provide access to counseling or mental health support for employees dealing with stress, anxiety, or personal challenges.

#### **3. Professional Development**

- Provide training programs, workshops, and seminars for skill enhancement and career development.
- Allocate funds for staff members to attend conferences or pursue certifications relevant to their roles.



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**4. Diversity and Inclusion**

- Ensure the policy promotes inclusivity and equal opportunities regardless of gender, age, race, or disability.

**5. Grievance Redressal Mechanism**

- Create a clear and transparent system for addressing staff grievances or complaints.

**6. Insurance Coverage**

- All staff members are covered under an insurance policy provided by New India Assurance Company Ltd.

**7. Facilities for Teaching and Non-Teaching Staff**

- Provision of a microwave oven for shared use.
- Access to a tea maker.
- Comprehensive CCTV surveillance for safety and security.
- Free Wi-Fi access for official use.
- Locker facilities for secure storage of personal belongings.

**8. Leave and Benefits**

- Permanent teaching and non-teaching staff are entitled to the following leave and benefits in accordance with government regulations:

Casual Leave, Earned Leave, Maternity Leave, Duty Leave, Pension benefits

**9. Social Engagements**

- Celebrate staff birthdays, weddings, festivals as part of community-building activities.

**10. Environmental Support**

- Provide clean, well-maintained workplace.





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## **REVIEW AND REVISION**

The Staff Welfare Policy is reviewed annually to ensure it remains relevant and effective.



  
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## **COUNSELLING POLICY**

### **Preamble**

B.M. Ruia Girls' College, affiliated to S.N.D.T. Women's University, recognizes that student well-being is foundational to academic success, personal growth, and holistic development. In alignment with the institution's vision of empowerment and enlightenment, the college offers structured counselling services to address the psychological, emotional, academic, and social needs of students through its dedicated Counselling Cell — “*Mantrana*”. This policy establishes a framework to ensure timely and confidential support is available to every student in need.

### **Objectives**

1. To provide professional and empathetic support to students experiencing academic, personal, psychological, or emotional challenges.
2. To enhance students' self-awareness, resilience, confidence, and decision-making abilities.
3. To promote a positive and healthy campus environment through preventive and proactive mental health initiatives.
4. To reduce the impact of stress, anxiety, academic pressure, and interpersonal issues on student performance and well-being.
5. To integrate counselling with the academic and administrative ecosystem for student-centric development.



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### Scope

- Applicable to all Undergraduate and Postgraduate students of all programs and departments of the college.
- Counselling services are voluntary, confidential, and free of cost.
- Services may be extended to faculty and staff, as needed, for awareness and training programs.

### Policy Statement

The college is committed to the mental and emotional well-being of its students. Recognizing the diverse challenges that students may face during their academic journey, *Mantrana* — the Counselling Cell — offers a safe, non-judgmental, and supportive space to help students navigate personal and academic difficulties.

### Key Principles:

- Student mental health is a priority for academic and institutional success.
- Counselling is confidential, voluntary, and based on ethical practices.
- The Cell aims to empower students, not direct them, helping them arrive at their own solutions.

### Structure and Services of the Counselling Cell “Mantrana”

#### Core Services

- One-on-one counselling for students facing emotional distress, academic anxiety, family-related issues, social withdrawal, or any psychological concern.
- Group counselling and peer support sessions.
- Referral services to mental health professionals or external clinical psychologists if needed.



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**Developmental and Preventive Services**

- Workshops and seminars on:
  - Anti-bullying awareness
  - Self-esteem and confidence building
  - Relaxation techniques and mindfulness
  - Managing exam stress and anxiety
  - Time and anger management
  - Depression and mental health literacy
- Guided group meditation and breathing sessions.
- Collaboration with academic departments for integrating well-being practices in classrooms.

**Confidentiality**

- All counselling sessions are conducted in strict confidence.
- Records are stored securely and accessible only to the counsellor.
- Confidentiality will only be breached if there is an imminent risk to the student or others, in accordance with legal and ethical norms.

**Monitoring, Feedback, and Evaluation**

- Students are evaluated pre and post counselling to assess improvement and satisfaction.
- The Cell prepares an annual report on counselling trends, outreach programs, and student feedback (without breaching confidentiality).
- Anonymous feedback is collected to ensure quality improvement in services.



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## **Roles and Responsibilities**

- Counsellor (Smt. Shruti Ranade, Associate Professor of Psychology): To plan, execute, and document counselling services; maintain confidentiality and provide professional support.
- Counselling Cell Committee: To coordinate outreach activities, collaborate with faculty, and report to the IQAC on student well-being initiatives.
- IQAC: To review the policy annually, track outcomes, and ensure quality benchmarks are met in accordance with NAAC guidelines.

## **Review and Revision**

- This policy will be reviewed annually by the IQAC and Counselling Cell to ensure relevance, effectiveness, and compliance with evolving student needs and regulatory guidelines.
- Recommendations for changes will be documented and approved by the Principal and Governing Body, if applicable.



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## **GENDER EQUITY POLICY**

### **Preamble**

B. M. Ruia Girls' College, rooted in the motto of its affiliating university "*Sanskrita Stri Parashakti*", is committed to promoting a safe, inclusive, and empowering environment that enables women to realize their full potential. As a women's institution dedicated to empowerment and enlightenment through academic excellence, cultural awareness, and nation-building, gender equity forms a vital pillar of our institutional ethos. This policy affirms our commitment to ensuring dignity, equal opportunity, and justice for all—irrespective of gender identity or expression. The vision is to build a gender-just, inclusive, and empowering campus that nurtures intellectual, emotional, and professional growth of women while promoting respect, dignity, and equal opportunities for all stakeholders in the academic community.

### **Objectives**

1. To promote a safe, gender-inclusive campus environment that respects and values gender diversity.
2. To provide equitable access to education, resources, leadership roles, and professional growth opportunities.
3. To eliminate all forms of gender-based discrimination, bias, or harassment.
4. To raise awareness on gender issues through sustained advocacy, education, and sensitization.
5. To support mental, emotional, and social well-being through dedicated institutional mechanisms.



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## **Core Policy Areas**

### **1. Safe and Inclusive Environment**

- Zero tolerance for sexual harassment, bullying, and any form of gender-based violence.
- Full implementation of the PoSH Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment) Regulations, 2015.
- Regular gender and safety audits of college infrastructure.
- Provision of gender-sensitive facilities such as common rooms, separate restrooms, and safe commuting arrangements.

### **2. Equal Access and Representation**

- Non-discrimination in admissions, recruitment, promotions, and representation.
- Equal opportunity for women in decision-making bodies, student councils, and administrative roles.
- Encouragement of women's participation in mentoring, research, and leadership programs.

### **3. Gender Sensitization and Awareness**

- Organizing seminars, workshops, awareness campaigns, and certificate courses on gender equality, legal literacy, and diversity.
- Integration of gender studies, women's rights, and social justice themes into academic and co-curricular frameworks.
- Observance of key events like International Women's Day, Gender Equity Week, and other national/institutional initiatives.

### **4. Wellness and Mental Health Support**

- Provision of professional and peer counseling services through the Student Counseling Cell.
- Gender-sensitive mental health and emotional support mechanisms.
- Support for students facing gender-related challenges with confidentiality and respect.



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### **5. Capacity Building and Skill Development**

- Conduct skill-building workshops, entrepreneurship development programs, and leadership training for women.
- Promote legal awareness, digital safety, self-defense training, and life skills.
- Encourage student-led clubs and forums for self-expression and empowerment.

### **Institutional Mechanisms for Implementation**

To ensure effective implementation and monitoring of gender equity, the following institutional bodies are functional:

#### **▪ Internal Committee (IC) under PoSH Act, 2013**

- Redresses grievances related to sexual harassment.
- Conducts sensitization workshops on legal rights and safe practices.

#### **▪ Women's Development Cell (WDC)**

- Organizes seminars, debates, and training sessions promoting gender equity.
- Encourages confidence-building, leadership, and career advancement.
- Conducts awareness campaigns, surveys, and feedback mechanisms.
- Coordinates with academic departments and external experts for advocacy.

#### **▪ Student Counseling Cell**

- Offers confidential, gender-sensitive counseling services.
- Supports mental health, emotional well-being, and psychosocial development.

#### **▪ Grievance Redressal Cell**

- Addresses complaints in a timely, confidential, and non-biased manner.
- Works collaboratively with other cells to ensure justice and fairness.



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## **Monitoring and Review**

- The IQAC, in collaboration with the IC, WDC, and Gender Sensitization Cell, will conduct an annual review of the implementation of this policy.
- Feedback mechanisms, student suggestions, and stakeholder reviews will be integrated into policy revision and capacity building.
- An Annual Gender Equity Report will be published to document initiatives, outcomes, and improvements.



  
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## GREEN CAMPUS POLICY

### VISION

To create a sustainable, eco-friendly campus that promotes environmental consciousness among students, faculty, and staff, while promoting practices that preserve natural resources and reduce environmental impact.

### MISSION

1. To cultivate a green campus by increasing greenery, reducing waste, and promoting eco-friendly practices.
2. To eliminate the use of single-use plastics and encourage sustainable alternatives.
3. To integrate environmental stewardship into the college's academic, cultural, and operational framework.

### OBJECTIVES

1. Promote environmental awareness and sustainable practices among students, staff, and the community.
2. Ensure effective waste management practices, including segregation, and recycling.
3. Implement energy and water conservation measures.
4. Creating awareness on 'Say No to Plastic' by eliminating use of plastic bags, bottles, and other disposable plastics.
5. Engage students in green initiatives, tree plantation drives, and awareness programs.

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**POLICY GUIDELINES**

**GREEN CAMPUS POLICY**

**1. Tree Plantation and Green Cover:**

- Maintain and expand the existing green cover by planting saplings, shrubs, and herbs on campus.
- Organize regular tree-plantation drives with the participation of students and staff, in and beyond the campus.
- Encourage students to plant and nurture saplings in their homes and communities.
- Present saplings to guests, resource persons, and visitors instead of traditional bouquets, to promote environmental sustainability and eco-conscious practices.

**2. Sustainable Landscaping:**

- Use native plants for landscaping to reduce water consumption and enhance biodiversity.
- Incorporate potted plants in the campus area.

**3. Waste Management:**

- Ensure proper segregation of waste into biodegradable, non-biodegradable, and e-waste categories.
- Conduct "Best Out of Waste" competitions to encourage innovative reuse of materials.
- Organize e-waste collection drives and partner with certified recyclers for safe disposal.
- Partner with NGOs, local organizations, and municipal bodies to enhance waste management practices and implement recycling initiatives.

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**4. Energy and Water Conservation:**

- Replace traditional lighting systems with energy-efficient LED lights.
- Encourage responsible electricity usage, such as turning off lights and fans after lectures.

**5. Environmental Education:**

- Integrate environmental awareness programs into the curriculum and extracurricular activities.
- Organize workshops, seminars, and campaigns on green practices and sustainability.

**PLASTIC REDUCTION POLICY**

**1. Minimizing Plastic Usage:**

- Minimise single-use plastics such as bags, bottles, straws, and cutlery within the campus.
- Promote sustainable alternatives like steel, brass, glass, and cloth-based materials.

**2. Awareness Initiatives:**

- Organize regular programs to educate on the environmental impact of plastic and the advantages of eco-friendly alternatives.
- Use posters, banners, and digital displays to reinforce the message across the campus.

**3. Minimise Plastic during Events:**

- Minimize plastic usage in college events and functions.
- Encourage reusable or biodegradable materials for decorations and food packaging.

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**IMPLEMENTATION STRATEGIES**

1. Committee comprising faculty, and student representatives to oversee the policy's implementation.
2. Provide training and resources to staff and students for adopting sustainable practices.
3. Allocate budget and resources for green initiatives, infrastructure development, and maintenance.
4. Regularly audit the campus for compliance with guidelines on green campus and minimising use of plastic.

**MONITORING AND EVALUATION**

1. Conduct Green, Energy, and Environmental Audits to assess progress and identify areas for improvement.
2. Encourage suggestions, feedback from students, staff, and stakeholders to refine the policy.
3. Prepare yearly report mentioning the initiatives undertaken, achievements, and future plans for a greener campus.

**OUTCOMES EXPECTED**

1. A significant reduction in the use of single-use plastics on campus.
2. Improved waste management and increased recycling rates.
3. Enhanced awareness and participation in environmental conservation among the college community.
4. A cleaner, greener, and more sustainable campus environment.

**POLICY APPROVAL:**

All students, staff, and stakeholders are expected to comply with the guidelines

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PRINCIPAL  
B.M. Ruia Girls' College  
Grant Rd., MUMBAI-7.







Dr. Santosh Kaul Kak  
Principal

Marwadi Sammelan

# B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

Tel. : 2380 8130 • Fax : 2380 8137

E-mail : principal1958@gmail.com / bmrui@yahoo.com

023.bmrgirlscollege@gmail.com

Website : www.bmrgirlscollege

Ref. No. :

Date :

## ENVIRONMENT AND ENERGY USAGE POLICY

### VISION

To create an environmentally conscious and energy-efficient campus that minimizes resource consumption, promotes sustainability, and ensures ecological balance through responsible practices and community engagement.

### MISSION

1. To integrate energy conservation and environmental stewardship into the college's operational framework.
2. To raise awareness among students, staff, and the community about sustainable practices.
3. To implement systematic energy management and eco-friendly measures to reduce the college's carbon footprint.

### OBJECTIVES

1. To reduce energy consumption by adopting energy-efficient technologies and responsible usage practices.
2. To manage waste, water, and other natural resources effectively.
3. To encourage sustainable practices among students, staff, and stakeholders.
4. To regularly monitor and evaluate the college's environmental impact through audits and reviews.



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Ref. ~~NO~~ POLICY GUIDELINES

Date :

## ENERGY USAGE POLICY

### 1. Energy Efficiency:

- Install energy-efficient systems, such as LED lighting and energy-saving fans, in the college premises.
- Regularly monitor and replace old electrical appliances with energy-efficient alternatives.

### 2. Electricity Conservation Practices:

- Ensure that all electrical appliances, including lights, fans, and air conditioners, are switched off when not in use.
- Use air conditioning systems judiciously and set them to optimal energy-saving temperatures.
- Conduct regular maintenance and servicing of electrical systems to prevent energy wastage.

### 3. Awareness and Training:

- Conduct awareness programs and workshops on energy conservation for students, staff, and faculty.
- Display posters and signage promoting energy-saving habits in classrooms, offices, and common areas.

## ENVIRONMENT POLICY

### 1. Waste Management:

- Implement a three-bin system (biodegradable, non-biodegradable, and e-waste) for proper segregation and disposal of waste.
- Promote composting of wet waste to create organic manure for campus greenery.
- Partner with authorized vendors for the collection and recycling of e-waste.





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## 2. Water Conservation:

- Install water-saving fixtures, such as low-flow taps and dual-flush systems, across campus.
- Encourage responsible water usage through posters and awareness campaigns.

## 3. Pollution Control:

- Promote carpooling, public transport, cycling, and walking among students and staff to reduce vehicular emissions.
- Prohibit open burning of waste materials within or near campus premises.
- Maintain air quality by planting trees and shrubs on campus to act as natural air purifiers.

## 4. Green Practices:

- Encourage tree plantation drives and maintain existing greenery on campus.
- Promote the use of eco-friendly materials in events and day-to-day activities.
- Conduct Green, Energy, and Environment Audits to assess and enhance campus sustainability.

## 5. Awareness and Community Engagement:

- Organize campaigns, workshops, and seminars to raise awareness about environmental conservation and energy efficiency.
- Collaborate with local communities, NGOs, and government bodies to promote sustainable practices.
- Encourage students to participate in local environmental initiatives and projects.

## IMPLEMENTATION STRATEGIES

1. Form an Committee comprising faculty, staff, and student representatives to oversee policy implementation.
2. Allocate budget and resources for the development and maintenance of sustainable infrastructure.



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Ref. No: Regularly review and update policies based on audit findings and technological advancements.

4. Recognize and appreciate individuals or groups for exceptional contributions to environmental and energy conservation initiatives.

## MONITORING AND EVALUATION

1. Conduct periodic energy and environmental audits to assess resource usage and identify areas for improvement.
2. Develop measurable indicators to track progress, such as reduction in energy bills, waste generation, and water consumption.
3. Review feedback from stakeholders to refine policy objectives and strategies.
4. Prepare sustainability report detailing the college's environmental and energy conservation efforts.

## OUTCOMES EXPECTED

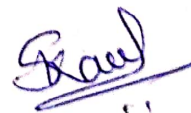
1. Significant reduction in energy consumption and waste generation.
2. Enhanced awareness and participation in environmental conservation activities among stakeholders.
3. A cleaner, greener, and more energy-efficient campus environment.

## POLICY APPROVAL:

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